

MEMORANDUM FOR: Deputy Director (Plans)  
Deputy Director (Intelligence)  
Director of Training  
Assistant Director for Communications

SUBJECT : Release of Funds from Agency Reserve for Contingencies

1. The Bureau of the Budget has indicated that it will expedite requests for release of Fiscal Year 1954 funds from the Agency reserve for contingencies if the requests show that certain criteria have been met. As it may be helpful to have a record of these criteria, I am furnishing them to you for your information and guidance:

a. A request for release should indicate whether the project or activity:

(1) is new,

(2) was included in the original program for Fiscal Year 1954 but was eliminated in the reprogramming necessary to keep the Agency budget within approved planning figures, or,

(3) was included in the Fiscal Year 1954 revised program.

b. Regardless of category, the request should state why the project or activity cannot be financed within the present allocation of Fiscal Year 1954 funds.

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c. If the project or activity is new, an explanation should be made of the factors or circumstances which prevented its inclusion in the Fiscal Year 1954 program but which necessitate its immediate implementation.

d. If the project or activity was included in the original program for Fiscal Year 1954, information should be submitted, showing why it was ~~excluded~~ <sup>eliminated</sup> in the reprogramming and why it is now <sup>a new,</sup> given additional significance.

2. In addition to requiring the above criteria, the Bureau of the Budget has specified that, even after the clearance of a project or activity, the Agency has the ~~obligation to~~ <sup>must</sup> determine ~~whether~~ <sup>whether</sup> at the close of the Fiscal Year <sup>whether</sup> it can absorb the cost of the project or activity within its, then, available resources.

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